



Brayton M. Connard, Director

Employment/Civil Service Exam Application

I declare that the statements made in this application (including statements made in my accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. Any false statements made may result in termination of employment. I further understand, and will otherwise submit thereto, that in accordance with the County's pre-employment drug testing policy, I may be required to submit to a urinalysis test as a condition for employment. Applicants may also be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Date _____

**New York State Law prohibits discrimination on the basis of age, sex, race, creed, color, national origin, disability, sexual orientation or marital status.
An Equal Opportunity Employer**

Are you a citizen of the United States?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, do you have a legal right to work in the U.S.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a valid New York State Driver's License?	<input type="checkbox"/>	<input type="checkbox"/>	If yes, what class _____		
Will you accept part-time work?	<input type="checkbox"/>	<input type="checkbox"/>	Will you accept temporary work?	<input type="checkbox"/>	<input type="checkbox"/>

License/Certification

Do you have a license, certification, or other authorization to practice a trade or profession? Yes ☐ No ☐ Is this certification permanent? Yes ☐ No ☐

Name of trade or profession: _____ License/Certificate Number: _____

Licensing Agency: _____ Licensed from: _____ to: _____

Education

Have you received a High School Diploma? Yes ☐ No ☐ If no, have you received a General Equivalency Diploma (G.E.D.)? Yes ☐ No ☐

Check the highest grade completed 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐

Education above high school level

Name of School	Location (State)	Course or Major	Credits Completed Sem. Hrs. Qtr. Hrs.	Type of Degree/Certificate Received
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Training

Other training you received (i.e., work training programs, Armed Forces training). Please estimate training hours received:

Course/Program	Hours
_____	_____
_____	_____

Work Experience

Describe your employment, including military experience, beginning with your current or most recent employment. Submission of a resume does not relieve you of the responsibility for completing all sections of this application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

Starting Date _____ Month/Day/Year	Ending date _____ Month/Day/Year
Name & address of current or most recent employer _____ _____	
Salary _____	Hours worked per week _____
Reason(s) for leaving _____ _____	
Your job title _____	
Immediate Supervisor's name _____	Title _____ Phone _____
Description of duties _____ _____ _____ _____	

Work Experience (continued)

Starting Date _____
Month/Day/Year

Ending date _____
Month/Day/Year

Name & address of employer _____

Salary _____

Hours worked per week _____

Reason(s) for leaving _____

Your job title _____

Immediate Supervisor's name _____ Title _____ Phone _____

Description of duties _____

Starting Date _____
Month/Day/Year

Ending date _____
Month/Day/Year

Name & address of employer _____

Salary _____

Hours worked per week _____

Reason(s) for leaving _____

Your job title _____

Immediate Supervisor's name _____ Title _____ Phone _____

Description of duties _____

If you have additional work experience, please copy this page and attach additional sheets as needed. Be sure to include your name and social security number on all attachments. Volunteer experience must be documented by statement of verification from the agency representative regarding number of hours worked per week and activities performed.

Special Arrangements for Examination

If you need special arrangements because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)], or if you have a disability that requires you to have special accommodations or assistance for the completion of this application or for you to participate in an examination, you must notify this Department at 585-428-5550 or 585-428-5491 (TDD) no later than the last date of filing for this (these) examination(s). Your request must include examination number(s) and title(s) and the type of special arrangements required accompanied by all supporting documentation.

Monroe County, as an employer, does not discriminate on the basis of a disability and will make reasonable accommodations for employees with special needs, due to a disability. It is the responsibility of the applicant or employee to voluntarily disclose that they require an accommodation based on their disability.

Application Fee for Examination

If the examination announcement indicates that an application fee is required for the examination(s) for which you are applying, **you must submit the required fee for each separate examination.** The required fee amount for each examination will be listed on the announcement. Enclose a **check or money order** payable to the **Monroe County Director of Finance** with this application. **WE DO NOT ACCEPT CASH**

Your application fee will not be refunded if you do not meet the requirements for admission to the examination. Compare your qualifications carefully to the requirements stated on the announcement and file only for those examinations for which you are clearly qualified.

Application Fee Waiver – please read exam announcement for information

I am requesting that the application fee be waived because (check all that apply):

- ☐ I am totally unemployed and primarily responsible for the support of my household.
- ☐ I am receiving public assistance from the Monroe County Department of Human and Health Services.
Indicate type of assistance.
- ☐ Safety Net
- ☐ Family Assistance

Case Number _____

- ☐ I am receiving Supplemental Security Income (SSI)
- ☐ I am WIA eligible. Indicate name of caseworker _____

Phone number _____

- ☐ I am represented by the Monroe County unit of CSEA and employed in a Monroe County Department at grade 10 or below.
Job title and grade _____
- ☐ I am represented by the Federation of Social Workers. I am employed at grade 52 or below or this exam is in my career path.

Job title and grade _____

I affirm that the information given above is true and correct. I understand that my claim for waiver is subject to verification and, if not supported by appropriate documentation, is grounds for barring appointment.

X

Signature of applicant

Date

210 County Office Building * 39 West Main Street * Rochester, NY 14614-1471
Phone: (585) 753-1700 * TDD: (585) 428-5491 * WEB SITE: www.monroecounty.gov

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An Equal Opportunity Employer

Application for Examination Supplement

(To be filled in only if you are applying for a Civil Service Exam.)

Section 50-b of the New York State Civil Service Law requires that all applicants for examination be asked the following questions:

1. Do you have any loans made or guaranteed by the New York State Higher Education Services Corporation, which are currently outstanding?

Yes ☐ No ☐

2. If so, are you presently in default on any such loans?

Yes ☐ No ☐

Name: _____
(Last name, first name, middle initial)

Legal Address: _____

City, State, Zip: _____

Examination Title and Number: _____

This affirmation must be completed:

I affirm under penalties of perjury that all statements made on this application supplement are true.

Signature

Date